

## Statement of Deficiencies

### 5311-A: Personnel Records

Not Met

#### Findings/Corrections

5311.A.4. Health records to include current documentation of good health, signed by a physician or designee was not available for staff: [ BL; LD ].

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for foster grandparent as follows: [ EB ]. Documentation of submission [ **was** ] available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

### 5312-A: Orientation Training

Not Met

#### Findings/Corrections

5312.A. Provider lacked documentation that foster grandparent, [ EB ], received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

### 5312-C: Annual Review

Not Met

#### Findings/Corrections

5312.C. Provider lacked documentation that foster grandparent, [ LH ], has annually reviewed the following topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

### 5321-J: Daily Observation of Children

Not Met

#### Findings/Corrections

5321.J. The provider did not always document an explanation from parent and/or child of condition noted during daily observation (health check)..

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### 5329-B: Record of Non-Vehicular Excursions

Not Met

#### Findings/Corrections

5329.B. The Provider did not maintain a record of all non-vehicular excursion activities. Documentation shall include date, time, list of children, staff, and other adults, and type of activity.

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### 5335-E: Attendance Record

Not Met

#### Findings/Corrections

5335.E. The transportation attendance record documentation was incomplete as it did not include: [person to whom child was released for 4/21/04 and 4/22/04 ]. A complete record includes the driver's name, the date, name of all passengers(children and adults) in the vehicle, the name of the person to whom the child was released, and the time of the release.

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### 5335-F: Visual Check of Vehicle

Not Met

#### Findings/Corrections

5335.F. Documentation of the visual check of the vehicle was incomplete as it did not include the [ a record of visual check being completed for 4/21/04 and 4/22/04 ]. Complete documentation includes signature of the person conducting the check and the time the vehicle was checked.